

VACANCY NOTICE

2886

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Senior Maintenance Technician</u>	CLASSIFICATION CODE: <u>02339300</u>
	SALARY RANGE: <u>314G, \$16.89-17.65 hourly</u>	REFERENCE POSITION NO.: <u>2463-90000-88</u>
	Department or Agency Name <u>Administration</u>	APPLICATION PERIOD: <u>7/31/2012-8/7/2012</u>
	Division/Section/Unit <u>Facilities Management</u>	three day grace period ends at 4:00 pm on 8/10/2012
	Assignment(s) / Comments _____	
	Shift and Days: <u>7:30 am-3:00 pm (Monday-Friday)</u>	Job Location: <u>Burrillville</u>
	Restrictions/Limitations: <u>n/a</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Council 94 Local 2392</u>	
	There is <u> </u> is not <u> X </u> a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	To perform various skilled and semi-skilled tasks in the maintenance of machinery, buildings and equipment; to perform work of a skilled level in several trades; and to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: completion of ten school grades; and Experience: Such as may have been gained through: employment in building and plant maintenance work which has involved at least two of the building, electrical or mechanical trades. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Kelly Durkin-Murray Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908	Telephone #: <u>(401) 222-1238</u> Email: <u>KellyM-resume@hr.ri.gov</u> TTY/TDD #: <u>7 1 1</u> (Telecommunication Device for the Deaf)



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